

**DEPARTMENT OF THE NAVY
BUREAU OF NAVAL PERSONNEL
5720 INTEGRITY DRIVE
MILLINGTON TN 38055-0000**

IN REPLY REFER TO
Canc frp May 2003

BUPERSNOTE 5112
PERS-014
13 May 2002

BUPERS NOTICE 5112

From: Chief of Naval Personnel
To: All Ships and Stations (less Marine Corps field
addressees not having Navy personnel attached)

Subj: USE OF THE UNITED STATES POSTAL SERVICE (USPS) ZIP +4 CODE
ADD-ONS

Ref: (a) OPNAVINST 5218.7B

Encl: (1) Mailing Address for Deputy Chief of Naval Operations
(Manpower and Personnel) (DCNO (M&P)) ZIP +4 Codes
(2) Mailing Address for Bureau of Naval Personnel
(BUPERS) Washington Liaison Detachment ZIP +4 Codes
(3) Mailing Address for Bureau of Naval Personnel
(BUPERS) ZIP +4 Codes
(4) Mailing Address for Navy Personnel Command
(NAVPERSCOM) ZIP +4 Codes

1. Purpose. To provide all ships and stations with the mailing addresses for Deputy Chief of Naval Operations (Manpower and Personnel) (DCNO (M&P)), Bureau of Naval Personnel (BUPERS) Washington Liaison Detachment, Bureau of Naval Personnel (BUPERS), Navy Personnel Command (NAVPERSCOM), and the correct ZIP +4 codes to be added to the existing ZIP codes 20370 and 38055. Per reference (a) and the United States Postal Service (USPS) all ZIP codes must be accompanied by ZIP +4 codes.

2. Discussion

a. Use of DCNO (M&P), BUPERS Washington Liaison Detachment, BUPERS and NAVPERSCOM address and the enclosed individual ZIP +4 codes will help to speed delivery of official mail. Additionally, with the relocation of BUPERS and the establishment of NAVPERSCOM, official mail is often mislabeled. Reviewing this notice will greatly assist the accuracy and speed with which the mail is delivered. Addresses on official mail will be typed or printed by other mechanical means in upper case

letters, will contain no punctuation except for the hyphen in the ZIP +4 code, will be no more than 5 lines, and will not exceed 47 spaces per line. The following is the mailing addresses for DCNO (M&P), BUPERS Washington Liaison Detachment, BUPERS and NAVPERSCOM:

DEPUTY CHIEF OF NAVAL OPERATIONS
MANPOWER AND PERSONNEL N1
2 NAVY ANNEX
WASHINGTON DC 20370-0000

BUREAU OF NAVAL PERSONNEL
WASHINGTON LIAISON DETACHMENT
2 NAVY ANNEX
WASHINGTON DC 20370-5000

BUREAU OF NAVAL PERSONNEL
5720 INTEGRITY DRIVE
MILLINGTON TN 38055-0000

NAVY PERSONNEL COMMAND
5720 INTEGRITY DRIVE
MILLINGTON TN 38055-0000

b. Correspondence addressed to an individual office or organization within DCNO (M&P), BUPERS Washington Liaison Detachment, BUPERS, and NAVPERSCOM should be addressed using the office ZIP +4 code as contained in enclosures (1) through (4). The following is a sample format:

DEPUTY CHIEF OF NAVAL OPERATIONS
MANPOWER AND PERSONNEL N13
2 NAVY ANNEX
WASHINGTON DC 20370-0000

BUREAU OF NAVAL PERSONNEL PERS 00F
WASHINGTON LIAISON DETACHMENT
2 NAVY ANNEX
WASHINGTON DC 20370-5000

BUREAU OF NAVAL PERSONNEL
5720 INTEGRITY DRIVE
MILLINGTON TN 38055-0130

NAVY PERSONNEL COMMAND
5720 INTEGRITY DRIVE
MILLINGTON TN 38055-4410

3. Action

a. Standard Navy Distribution List (SNDL) addressees will address mail to DCNO (M&P), BUPERS Washington Liaison Detachment, BUPERS, and NAVPERSCOM using the ZIP +4 codes listed in enclosures (1) through (4).

b. BUPERS/NAVPERSCOM addressees will annotate their outgoing mail with the correct ZIP +4 code on the return address of the envelope when feasible.

c. BUPERS/NAVPERSCOM addressees will provide their address and ZIP +4 code when corresponding with the Government and private sector.

4. Cancellation Contingency. This notice may be retained for record purposes or until superseded by another notice on the same subject.

G. L. HOEWING
Rear Admiral, U.S. Navy
Deputy Chief of Naval Personnel

Distribution:
SNDL Parts 1 and 2

BUPERSNOTE 5112
13 May 2002

**MAILING ADDRESS FOR
DEPUTY CHIEF OF NAVAL OPERATIONS
(MANPOWER & PERSONNEL)
N1, N10, N12, N13, AND N15**

DEPUTY CHIEF OF NAVAL OPERATIONS
MANPOWER AND PERSONNEL N1
2 NAVY ANNEX
WASHINGTON DC 20370-0000

DEPUTY CHIEF OF NAVAL OPERATIONS
MANPOWER AND PERSONNEL N10
2 NAVY ANNEX
WASHINGTON DC 20370-0000

DEPUTY CHIEF OF NAVAL OPERATIONS
MANPOWER AND PERSONNEL N12
2 NAVY ANNEX
WASHINGTON DC 20370-0000

DEPUTY CHIEF OF NAVAL OPERATIONS
MANPOWER AND PERSONNEL N13
2 NAVY ANNEX
WASHINGTON DC 20370-0000

DEPUTY CHIEF OF NAVAL OPERATIONS
MANPOWER AND PERSONNEL N15
2 NAVY ANNEX
WASHINGTON DC 20370-0000

Enclosure (1)

BUPERSNOTE 5112
13 May 2002

MAILING ADDRESS FOR
BUREAU OF NAVAL PERSONNEL
WASHINGTON LIAISON DETACHMENT
2 NAVY ANNEX
WASHINGTON DC 20370-5000

PERS CODE	TITLE	+4 ZIP CODE
00F	Flag Officer Management & Distribution	5000
00L	Legal Advisor	5000
PAO	Special Assistant for Public Affairs	5000
00Q	Quality of Life Liaison	5000
00W	Special Assistant for Women's Policy/DACOWITS	5000
00X	Special Assistant for Legislative Matters	5000
00Y	Special Assistant for Claimancy Budget Liaison	5000
2	Assistant Chief Military Personnel, Plans and Policy	5000
5	Assistant Chief Total Force Programming and Manpower	5000
65D	MWR Washington Liaison Office	5000
7	Assistant Chief MPN Financial Management	5000

BUPERSNOTE 5112
13 May 2002

**MAILING ADDRESS FOR
BUREAU OF NAVAL PERSONNEL
5720 INTEGRITY DRIVE
MILLINGTON TN 38055-XXXX**

PERS CODE	TITLE	ZIP +4 CODE
00	CHIEF OF NAVAL PERSONNEL	0000
00S	Secretariat	0000
00G	Command Career Counselor	0000
00H	Equal Opportunity Advisor	0000
00K	Inspector General Matters Advisor	0000
00M	Command Master Chief	0000
00N	Navy Survey Policy Office	0000
00R	Center for Career Development	0000
00Z	Legislative Matters/Congressional Advisor	0000
01	ADMINISTRATIVE OFFICE	0100
01FF	DAPA/Financial Specialist	0100
011	Military Support Office	0100
013	Directives and Records Management Division	0130
014	Security/Mail Division	0140
014CC	Special Assistant for Security Awareness	0140
014CC	BUPERS Official Mail Manager	0140
0142	Personnel Security	0142
0143	Information Systems Security	0143
015	Training and Education Division	0150
0151	Military Personnel Training and Education Branch	0151
0152	Civilian Personnel Training and Education Branch	0152
016	Support Services Division	0160
016C	Communications	0160
016DD	Safety	0160
0161	Supply Management Branch	0161
0163	Facilities Management Branch	0163
0164	Maintenance/Inventory Management Branch	0164
02	RESOURCES MANAGEMENT OFFICE	0200
022	Claimancy Programming, Budget and Execution Division	0220

Enclosure (3)

BUPERSNOTE 5112
13 May 2002

**MAILING ADDRESS FOR
BUREAU OF NAVAL PERSONNEL
5720 INTEGRITY DRIVE
MILLINGTON TN 38055-XXXX**

PERS CODE	TITLE	ZIP +4 CODE
	RESOURCES MANAGEMENT OFFICE (Cont'd)	
0221	Programming and Budget Branch	0221
0222	Budget Execution Branch	0222
023	Civilian Pay and Services Division	0230
03	MANPOWER AND ORGANIZATIONAL PLANS OFFICE	0300
05	PUBLIC AFFAIRS OFFICE	0500
06	OFFICE OF LEGAL COUNSEL	0600
07	CHIEF INFORMATION OFFICE	0700
071	Information Management/Information Technology Resource Management and Budget Division	0710
072	Infrastructure Management Division	0720
073	Functional Requirements Analysis Liaison	0730
074	Performance Assessment Division	0740
08	CIVILIAN PERSONNEL POLICY	0800
08E	Deputy Equal Employment Opportunity Officer	0800

**MAILING ADDRESS FOR
NAVY PERSONNEL COMMAND
5720 INTEGRITY DRIVE
MILLINGTON TN 38055-XXXX**

PERS CODE	TITLE	ZIP +4 CODE
00	COMMANDER NAVY PERSONNEL COMMAND	0000
00S	Secretariat	0000
00G	Command Career Counselor	0000
00H	Equal Opportunity Advisor	0000
00K	Inspector General Matters Advisor	0000
00M	Command Master Chief	0000
00N	Navy Survey Policy Office	0000
00R	Center for Career Development	0000
00Z	Legislative Matters/Congressional Advisor	0000
01	ADMINISTRATIVE OFFICE	0100
01FF	DAPA/Financial Specialist	0100
011	Military Support Office	0100
013	Directives and Records Management Division	0130
014	Security/Mail Division	0140
014CC	Special Assistant for Security Awareness	0140
014CC	BUPERS Official Mail Manager	0140
0142	Personnel Security	0142
0143	Information Systems Security	0143
015	Training and Education Division	0150
0151	Military Personnel Training and Education Branch	0151
0152	Civilian Personnel Training and Education Branch	0152
016	Support Services Division	0160
016C	Communications	0160
016DD	Safety	0160
0161	Supply Management Branch	0161
0163	Facilities Management Branch	0163
0164	Maintenance/Inventory Management Branch	0164
02	RESOURCES MANAGEMENT OFFICE	0200
021	Headquarters Financial Control Division	0210
0211	Financial Control Branch	0211
023	Civilian Pay and Services Division	0230

**MAILING ADDRESS FOR
NAVY PERSONNEL COMMAND
5720 INTEGRITY DRIVE
MILLINGTON TN 38055-XXXX**

PERS CODE	TITLE	ZIP +4 CODE
03	MANPOWER AND ORGANIZATIONAL PLANS OFFICE	0300
05	PUBLIC AFFAIRS OFFICE	0500
06	OFFICE OF LEGAL COUNSEL	0600
07	CHIEF INFORMATION OFFICE	0700
071	Information Management/Information Technology Resource Management and Budget Division	0710
072	Infrastructure Management Division	0720
073	Functional Requirements Analysis Liaison	0730
074	Performance Assessment Division	0740
08	CIVILIAN PERSONNEL POLICY	0800
08E	Deputy Equal Employment Opportunity Officer	0800
1	NAVPERS RESEARCH, STUDIES AND TECHNOLOGY	1000
11	Institute for Personnel Plans & Policy Analysis	1100
12	Institute for Distribution & Assignment	1200
13	Institute for Selection & Classification	1300
14	Institute for Organizational Assessment	1400
15	Institute for Enabling Technologies	1500
3	BUSINESS OPERATIONS DEPARTMENT	3000
3C	Administrative Office	3000
31H	DPRIS-EMPRS Project Division	3100
311	Performance Evaluation Branch	3110
311C	Correspondence Unit	3110
311D	Examining Unit	3110
312	Records Support Branch	3120
312	Receipt Control Section	3120
312	Benefits Eligibility Section	3120
312E	Correspondence Analysis	3120
312F	Worldwide Navy Locator	3120

**MAILING ADDRESS FOR
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PERS CODE	TITLE	ZIP +4 CODE
	BUSINESS OPERATIONS DEPARTMENT (Cont'd)	
312G	Corporate Data Maintenance/Error Corrections Section	3120
312F	Worldwide Navy Locator	3120
312G	Corporate Data Maintenance/Error Corrections Section	3120
313	Systems Operations Branch	3130
313C	Military Personnel Records Management Section	3130
313D	Records, Control and Quality Assurance Section	3130
313E	Retired Records NRPC St Louis	3130
32	Selection Board Support Division	3200
321	Administration and Operations Branch	3210
322	Executive Services and Transportation Branch	3220
323	Information Systems Support Branch	3230
324	Direct Support Branch	3240
33	Field Support Division	3300
331	Pass Program Management Branch	3310
332	Entitlement Branch	3320
34	PERSNET Operation Division	3400
341	Network Operations Branch	3410
342	Configuration/Inventory Support Branch	3420
343	Inter/Intra Network Support Branch	3430
344	Communications Branch/Message Center	3440
345	PERSNET Helpdesk Branch	3450
4	DISTRIBUTION DEPARTMENT	4000
40	Enlisted Assignment Division	4000
40FF	Command Master Chief Detailer	4000
40HH	HUMS Reassignment/Discharge	4000
401	SEABEE/UDT/EOD/SEAL Assignment Branch	4010
401D	UDT/EOD/SEAL Assignment Section	4010
402	Engineering/Hull Assignment Branch	4020
402C	MM/EM/GS Assignment Section	4020
402D	RAO/HT/IC/MR/EN/DC Assignment Section	4020

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PERS CODE	TITLE	ZIP +4 CODE
	DISTRIBUTION DEPARTMENT (Cont'd)	
403	Nuclear Power/Submarine Assignment Branch	4030
403B	RAO Enlisted Submarine ENG/NUC Power Assignment Section	4030
404	Aviation Assignment Branch	4040
404C	Avionics Assignment Section	4040
404D	AD/AZ/AB/AC/AG/AS/PR/PH Assignment Section	4040
404E	AW/AM/AMH/AME/Aircrew Assignment Section	4040
405	Admin/Deck/Supply Assignment Branch	4050
405C	Administrative Assignment Section	4050
405D	Deck Assignment Section	4050
405E	Supply Assignment Section	4050
406	Technical Assignment Branch	4060
406C	FC/GM/OS Assignment Section	4060
406D	ET/IT Assignment Section	4060
406E	STG/TM/MN Assignment Section	4060
407	Medical/Dental Assignment Branch	4070
408	CT/EW/IS Assignment Branch	4080
409	Sea Special Programs Assignment Branch	4090
409A	Surface New Construction Assignment Section	4090
409D	Decommissioning Section	4090
4010	Shore Special Programs Assignment Branch	4010
4010C	Career Recruiter Assignment Section	4010
4010D	RTC/MEPS/USS CONSTITUTION Assignment Section	4010
4010E	Physical Security Assignment Section	4010
4010F	Washington DC/Memphis TN Assignment Section	4010
4010G	PEP/MAAG/Mission/NATO/Joint Area Placement Section	4010
4010S	Rating Assignment Off Shore Special Program Section	4010
41	Surface Officer Distribution Division	4100
41A	Assistant for Captain Assignment	4100
410	Surface Commander Assignment Branch	4100
411	Surface LCDR Assignment Branch	4110
412	Surface Junior Officer Assignment Branch	4110
413	Surface Ship Placement Branch	4130

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PERS CODE	TITLE	ZIP +4 CODE
	DISTRIBUTION DEPARTMENT (Cont'd)	
414	Surface LDO/CWO Assignment Branch	4140
415	Special Warfare Branch	4150
416	Special Operations Branch	4160
42	Submarine/Nuclear Power Distribution Division	4200
421	Nuclear Submarine Assignment Branch	4210
422	Nuclear Submarine LDO/CWO Assignment Branch	4220
423	General Submarine Assignment Branch	4230
424	Surface Nuclear Power Branch	4240
43	Aviation Officer Distribution Division	4300
431	Aviation Commander Assignment Branch	4310
432	Aviation LCDR/JO Assignment Branch	4320
433	Air Combat Units Placement Branch	4330
44	RL/Staff Corps Officer Distribution and Special Division	4400
440	Professional Development Education/Subspecialty Branch	4400
441	Washington Placement Branch	4410
442	Major Staff/MAAG Mission/MILGRP Branch	4420
444	Education and Training Staff Placement Branch	4440
445	Engineering Duty Assignment/Placement Branch	4450
446	Aeronautical Engineer and Aviation Maintenance Duty Placement Branch	4460
447	Professional Acquisition Workforce Management Branch	4470
448	Public Affairs Assignment/Placement Branch	4480
449	Meteorology/Oceanography Placement Branch	4490
4410	Cryptology Assignment/Placement Branch	4410
4411	Intelligence Assignment/Placement Branch	4411
4412	Supply Assignment/Placement Branch	4412
4413	CEC Assignment/Placement Branch	4413
4414	Chaplain Assignment/Placement Branch	4414
4415	Medical Assignment/Placement Branch	4415
4416	JAG Assignment/Placement Branch	4416
4417	TAR Officer Distribution Branch	4417

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PERS CODE	TITLE	ZIP +4 CODE
	DISTRIBUTION DEPARTMENT (Cont'd)	
4419	Fleet Support Assignment Branch	4419
45	Distribution Management, Allocation, Resources and Procedures Division	4500
45J	Special Assistant for Joint Matters	4500
451	Distribution Management and Procedures Branch	4510
451C	Officer Distribution Procedures Section	4510
451D	Enlisted Distribution Procedures Section	4510
451F	Selection Board Matters Section	4510
452	Allocation and Statistics Branch	4520
452A	Enlisted Allocation and Statistics Section	4520
453	Manning Control Authority Branch	4530
454	Officer/Enlisted PCS/TEM DUINS/TAD Fiscal Management Branch	4540
455	Management Information Systems Branch	4550
455D	Security Training Section	4550
6	PERSONNEL READINESS AND COMMUNITY SUPPORT DEPARTMENT	6000
6C	Resource Management Office	6000
60	Navy Drug & Alcohol, Fitness, Education, and Partnerships Division	6000
60F	ADMITS Branch	6000
601	Behavioral Health Branch	6010
602	Alcohol Abuse Prevention Branch	6020
603	Drug Detection and Deterrence Branch	6030
604	Federal Education Programs Branch	6040
605	Partnership Programs Branch	6050
62	Casualty Assistance and Retired Activities Division	6200
62D	Casualty Assistance Section	6200
62R	Retired Activities Section	6200
64	Navy Music Program Management Division	6400
65	Morale, Welfare and Recreation Division	6500
65E	MWR Fiscal Oversight Division	6500
650	MWR Navy Motion Picture Service	6500

**MAILING ADDRESS FOR
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5720 INTEGRITY DRIVE
MILLINGTON TN 38044-XXXX**

PERS CODE	TITLE	ZIP +4 CODE
	PERSONNEL READINESS AND COMMUNITY SUPPORT DEPARTMENT (Cont'd)	
651	MWR Mission Essential Branch	6510
651B	MWR Fleet Readiness and Fitness Program Section	6510
651E	MWR Navy Sports Program Section	6510
651G	MWR Fleet Recreation Section	6510
651S	MWR Single Sailor Program	6510
652	MWR Financial Management Branch	6520
652C	MWR APF Policy Section	6520
652D	MWR NAF Financial Section	6520
652E	MWR Treasury Section	6520
652F	MWR Central Fund Accounting Section	6520
653	MWR Personnel and Benefits Branch	6530
654	MWR Training Branch	6540
655	MWR Business Activities Branch	6550
655F	MWR Food, Beverage and Entertainment Section	6550
656	MWR Facilities/Acquisition Branch	6560
656B	MWR Construction Contracting Section	6560
656C	MWR Acquisition Section	6560
656D	MWR Facilities Section	6560
657	MWR Computer Services Branch	6570
658	MWR Policy/Management Assistance Branch	6580
658D	MWR Special Projects and Planning	6580
658F	MWR Navy Flying Club Program	6580
658L	MWR Legal Advisor Section	6580
659	MWR Community Support Branch	6590
659B	MWR Outdoor Recreation Section	6590
659C	MWR Child Development Program	6590
659F	MWR Child Development Home Program	6590
66	Fleet & Family Service Center Support Branch	6600
661	Counseling Advocacy and Prevention Branch	6610
661D	Child Sexual Abuse Case Management Section	6610
661F	Sexual Assault Victim Intervention Section	6610
661G	Policy and Prevention Section	6610

**MAILING ADDRESS FOR
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MILLINGTON TN 38055-XXXX**

PERS CODE	TITLE	ZIP +4 CODE
	PERSONNEL READINESS AND COMMUNITY SUPPORT DEPARTMENT (Cont'd)	
661T	Training, Research and Analysis Section	6610
662	Personal and Family Readiness Branch	6620
662C	Career Development Resource Section	6620
662E	Readiness Section	6620
662F	Exceptional Family Member Program Section	6620
8	PERSONNEL PROGRESSION, PERFORMANCE AND SECURITY DEPARTMENT	8000
8E	Support for Selection Boards	8000
80	Active and Reserve Officer Career Program Division	8000
802	Officer Accessions, Eligibility, and Promotions Branch	8020
8021	Active Eligibility Branch	8021
8022	Reserve Eligibility Section	8022
8023	Post Board Processing/Frocking/Continuation Section	8023
81	Active/Reserve Enlisted Career Program Section	8100
811	Active Enlisted Advancement/Incentives Branch	8110
82	Fleet Reserve and Disability Retirement/LIMDU Division	8200
821	Disability Retirement/Limited Duty Branch	8210
822	Officer Retirement Branch	8220
823	Enlisted Retirement Branch	8230
83	Personnel Performance, Security and Separations Division	8300
83CC	Special Assistant for Family Advocacy Matters	8300
831	Military Personnel Security Branch	8310
832	Enlisted Separation Branch	8320
832C	Favorable Separations Section	8320
832D	Unfavorable Separations Section	8320
833	Post Selection Board Matters Branch	8330
833C	Post Board Screening /Deferral Section	8330

**MAILING ADDRESS FOR
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MILLINGTON TN 38055-XXXX**

PERS CODE	TITLE	ZIP +4 CODE
	PERSONNEL PROGRESSION, PERFORMANCE AND SECURITY DEPARTMENT (Cont'd)	
833D	Delay Section	8330
834	Officer Performance and Separations Branch	8340
834C	Performance Administrative Section	8340
834D	Unfavorable Officer Separations Section	8340
834F	Favorable Officer Separations Section	8340
84	Corrections and Programs Division	8400
841	Corrections Branch	8410
842	Programs Branch	8420
8421	Navy Absentee Collection and Information Center, NACIC	8421
8423	Navy and USMC Appellate Leave Activity	8423
9	NAVAL RESERVE PERSONNEL MANAGEMENT DEPARTMENT	9000
9D	Naval Reserve Resource Management Office	9000
91	Naval Reserve Personnel Administration Division	9100
911	Naval Reserve Officer Status Branch	9110
913	Naval Reserve Enlisted Personnel Administration Branch	9130
92	Naval Reserve Plans Division	9200
921	Personnel Planning/Ready Reserve OCM	9210
922	Mobilization and Selection Branch	9200